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21 July 1954

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MEMORANDUM FOR: Office Heads and Staff Chiefs, DI/I and DD/A

SUBJECT: Non-OTR Training

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REFERENCE: CIA Regulation ☐

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1. CIA Regulation ☐ provides in part that the Director of Training shall review office training programs, including on-the-job training, and advise and assist the offices in the development, direction and conduct of such training. During the survey of the Office of Training by the Inspector General, several programs conducted by offices other than Training were identified; however, this was by no means a complete verification of all training carried on by the offices of this Agency.

2. The Inspector General recommended to the Director of Central Intelligence that all training be placed under staff supervision of OTR. To determine the nature and extent of the training effort by other offices of the Agency, I should like to be informed of all formal training (not on-the-job training) conducted by or within your office during FY 1954, and projected for FY 1955. It is requested that this report be prepared in sufficient detail to include identification of subject, types of training, duration, and a brief statement of the training objectives. It should also include the number of persons trained, or to be trained, and the number of instructors required. Please submit your report on or before 30 July 1954.

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MATTHEW BAIRD
Director of Training

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